



*Michigan Department of State Police*

# Emergency Management & Homeland Security Division Informational Letter



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Volume: 06-11

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**TO:** Local and District Emergency Management Coordinators  
**SUBJECT:** FY 2005 NIMS Compliance Certification

Informational Letter Volume 05-11, issued April 25, 2005, identified the FY 2005 National Incident Management System (NIMS) compliancy requirements to be completed prior to the September 30, 2005, deadline. This requirement had to be met in order to be an eligible recipient of FY 2006 Department of Homeland Security (DHS) grant funding.

In order to determine the eligibility of your jurisdiction to receive funding under DHS federal grants, you are required to submit a NIMS FY 2005 Certification (attached) indicating your completion of the FY 2005 requirements prior to September 30, 2005. In addition, you must provide a copy of the executive order, resolution, or ordinance that was passed to formally adopt the NIMS as required by the guidance.

Only certifications signed and dated by the emergency management coordinator will be accepted and retained as documentation for meeting the eligibility requirements. All documentation is to be submitted with original signature (not copy) by close of business on April 30, 2006 to: Mr. James Reardon, Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD), 4000 Collins Road, Lansing, MI 48909. If you have any questions, please contact your district coordinator or Mr. Reardon at (517) 333-5017.

Sincerely,

KRISTE ETUE, CAPTAIN  
Deputy State Director of Emergency Management  
and Homeland Security

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(067)

Attachment (1):

- NIMS FY 2005 Certification

**NATIONAL INCIDENT MANAGEMENT SYSTEM  
FY 2005 CERTIFICATION**

I certify that the County/City/Township of \_\_\_\_\_, Michigan, in coordination with other local governmental entities, has successfully complied with the following minimum FY 2005 National Incident Management System (NIMS) compliance requirements in accordance with the U.S. Department of Homeland Security, Office of Grants & Training Homeland Security Grant Program. Furthermore, the following compliancy steps have been completed:

- ✓ Formally recognizes the National Incident Management System (NIMS) and has adopted the NIMS principles and policies via legislation, executive order, resolution or ordinance.
- ✓ Completed the relevant courses: "National Incident Management System (NIMS) An Introduction" IS-700 and "The National Response Plan (NRP): An Introduction" IS-800, for all state and local command staff (EOC representatives and alternates). Course certificates or other verification documents have been maintained on file.
- ✓ Completed an assessment of the jurisdiction's current incident management capabilities utilizing the NIMCAST.

\_\_\_\_\_  
(Printed name of Emergency Management Coordinator)

\_\_\_\_\_  
(Signature of Emergency Management Coordinator)

\_\_\_\_\_  
(Date)